

## WHAT TO DO WHEN INJURED AT WORK

If you are injured at work, you may be entitled to injury compensation benefits under the Federal Employees' Compensation Act (FECA). Federal employees have certain rights and responsibilities in filing for these benefits:

- Immediately report any work-related injury to your supervisor. If you require emergency medical treatment, obtain care first and then notify your supervisor as soon as possible after receiving treatment. You are authorized care and follow up treatment at Brooke Army Medical Center. You may also choose your own physician. In this case, you will need a CA-16, Authorization for Examination And/Or Treatment, from your supervisor. You are entitled to a period of Continuation of Pay (COP) if you so choose on the CA-1 but it is your responsibility to provide medical documentation of disability within 10 days of your injury.
- If your injury results from a specific event or a series of events during one day or shift, complete a Form CA-1, Federal Employee's Notice of Traumatic Injury for Continuation of Pay/Compensation. Your supervisor will provide you with this form which is also available at CPAC and on the Installation Safety Office Web Page, [www.cs.amedd.army.mil/iso](http://www.cs.amedd.army.mil/iso) (Click on Publications, then click on Forms, then click on All CA Forms). As soon as possible, provide your medical reports to CPAC for forwarding to the Department of Labor (DOL).
- If you develop a condition due to prolonged exposure lasting more than one day or shift, complete a Form CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation. This form is available from the same sources as the CA-1 above. In addition, a claim for occupational disease should be accompanied by a CA-35, Occupational Disease Checklist, in order to facilitate the processing of your claim at DOL. These forms are available from your supervisor or CPAC but they are not on the Safety Web Site.
- DOL may request additional information in order to adjudicate your claim. Although your supervisor or CPAC may be able to assist you, it is your responsibility to obtain the information needed to support your claim.
- If you are temporarily unable to work because of your injury, you need to abide by all time and attendance policies of your activity. At a minimum, you need to keep your supervisor informed of your medical condition and return to work as soon as your physician allows you to do so. Light duty assignments are available if you are not able to perform your regular job and you must advise your physician of this.

If you experience a work-related injury, contact **Rosie Cardenas, FSH Workers' Compensation Program Administrator at 221-2420 for assistance and additional information.** To protect your rights and receive benefits as quickly as possible, please do not delay in reporting work-related injuries.

## **ATTENTION SUPERVISORS**

All Workers' Compensation forms must be submitted to CPAC within 2 workdays from the day you receive the form from the employee in order to comply with 20 CFR 10.110 (A)(B), Federal Employee Compensation Act. You could be subject to criminal prosecution if you in any way interfere with the filing of an employee's claim.

For questions about this or any other aspect of the Workers' Compensation Program, do not hesitate to call:

### **FORT SAM HOUSTON WORKERS' COMPENSATION PROGRAM ADMINISTRATOR**

**ROSIE CARDENAS      221-2420**